

“Strong minds, strong lives,  
strong families through quality  
mental health professionals.”

# BBS News

CALIFORNIA BOARD OF BEHAVIORAL SCIENCES  
Fall 2006 - Issue No. 16

## Deficiency Busters Revealed

Deficient applications are no fun. No fun for applicants, and no fun for the evaluators at the Board.

In an effort to cut down on the amount of deficient applications the Board receives, the staff at the Board would like to share with *BBS News* readers the deficiencies found to be most prevalent with each application type as well as some advice as to how to avoid deficiencies.

### Common MFT Licensure Application Deficiencies

#### 1. Pre-licensure additional coursework requirements not complete

Applicants for Marriage and Family Therapist (MFT) licensure must meet all pre-licensure additional coursework requirements prior to sending in their application for licensure. Applicants often have not completed specific courses or neglect to send in proof of completion for these courses. The courses, most commonly missing from an application, are as follows:

- Child Abuse Assessment and Reporting (7 hours)
- California Law and Professional Ethics (2 semester or 3 quarter units)
- Psychopharmacology (2 semester or 3 quarter units)
- Psychological Testing (2 semester or 3 quarter units)

To resolve these deficiencies you need to take the appropriate course(s) and send in either a photocopy of a certificate of completion or an official transcript. Please note, at the time of MFT Intern registration, the Board sends each registrant a packet of information with the registration certificate. The cover letter in this packet identifies what courses the registrant needs to complete before applying for MFT licensure.

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## Board Meeting Calendar



February 15-16, 2007 – San Diego  
May 17-18, 2007 – Sacramento  
August 2-3, 2007 – Los Angeles  
November 8-9, 2007 – Bay Area

Board and Committee meetings are open to the public. Board members discuss and/or take action on various issues relating to the professions regulated by the Board at Board and Committee meetings. You are encouraged to attend the Board's meetings, and are welcomed to provide input regarding issues the Board is considering, or pertinent topics that are of interest to you!

Any changes in Board Meeting dates, as well as minutes from Board and Committee Meetings, are available on the Board's website at [www.bbs.ca.gov](http://www.bbs.ca.gov).

### Customer Satisfaction Surveys

The Board encourages all of its constituents to take the time to fill out its new customer satisfaction survey. The survey only takes a few minutes to complete, and the more that participate the better since this survey will be used to help identify ways in which the Board can better serve its constituent base.

The Board has an online survey that is accessible from the Board's homepage at [www.bbs.ca.gov](http://www.bbs.ca.gov).

The Board is also including surveys in the initial license and registration packets as well as complaints that have been closed by the Board's Enforcement Unit. Surveys can also be sent to constituents upon request.

## Farewell to Three Board Members

The terms of Peter Manoleas, Karen Pines, and Robert Gerst expired on June 1, 2006. On behalf of the Board and its constituents, the staff would like to thank Mr. Manoleas, Ms. Pines, and Mr. Gerst for their contributions to the Board during their terms of service.

Karen Pines began her term as a Marriage and Family Therapist member of the Board in August 1999 following her appointment by Governor Gray Davis. Ms. Pines served a full two terms with the Board and was Board Chair from 2001-2004. She has most recently served on the Communications Committee, on which she served as Chair, the Policy and Advocacy Committee and MFT Education Committee.

Peter Manoleas received his appointment to serve on the Board from Gov. Gray Davis as a Licensed Clinical Social Worker in 2002. Mr. Manoleas served as Board Chair from 2005-2006. He also served on the Communications Committee and the Policy and Advocacy Committee.

Robert Gerst began serving as a public member of the Board when Gov. Gray Davis appointed him in 2003. While a member of the Board, Mr. Gerst served on many different committees. Most recently, Mr. Gerst served on the Consumer Protection Committee and chaired the Policy and Advocacy Committee.

The contributions of Mr. Manoleas, Ms. Pines, and Mr. Gerst will be missed. Please join Board members and staff in wishing them a sincere farewell.



## I-Licensing: The Way of the Future

Imagine being able to pay your license renewal online with a few simple clicks of your mouse. Someday soon this fantasy will become a reality.

The Department of Consumer Affairs (DCA) is currently pursuing an I-Licensing project that, upon implementation, will offer licensees of this Board as well as others within the Department a chance to pay renewals online. The development of the I-Licensing project represents a huge effort on the part of the DCA.

According to the current timeline, online license renewal will be available sometime in the next 18-24 months.

## New Committee Formed

At the May 19, 2006 Board meeting, members of the Board decided to create a new Marriage and Family Therapist (MFT) Education Committee. Board Chair Peter Manoleas appointed Ian Russ, Karen Pines, and Gordonna Di Giorgio to the committee. Dr. Russ will chair the committee.

The committee will review laws governing curricular requirements for licensure as a MFT. These laws have not been reviewed in many years. The MFT committee will use the MFT Occupational Analysis as one tool to help determine whether or not current curricular requirements coincide with the practice in the field.

Committee meetings are open to the public. The committee held its first meeting on July 21, 2006. Check the "Board Meetings" section of the website (<http://www.bbs.ca.gov/whtsnew6.htm>) for meeting materials, dates and locations.



## BBS News Feedback

Do you have an idea for an article? Are you interested in seeing an article on a particular topic? Do you have a suggestion or comment in regards to the *BBS News*?

A yes answer to any of the three questions above means you should contact the Board. The Board is constantly looking for ways to improve its newsletter. Your constructive feedback is one way the Board can continue to make sure that the *BBS News* is useful to you.

The best ways to provide feedback are through mail or email. The physical address for the Board is 1625 N Market Blvd, Suite S-200, Sacramento, CA 95834, and the email address is [BBSWebmaster@bbs.ca.gov](mailto:BBSWebmaster@bbs.ca.gov). All feedback should be put to the attention of Sean O'Connor.

***The Mission of the Board is to protect the well being of Californians by setting standards for mental health professionals through effective communication, education, examination, licensing and enforcement.***

## Portability of Licensure for LCSWs

A number of groups and individuals have asked the Board to reconsider the licensure requirements for applicants who have a clinical social work license in another state. When such an individual applies for licensure in California, he or she has a number of requirements to meet regardless of how long he or she has been licensed in another state. Board staff conducted a national review of clinical social work licensure and found that the requirements for licensure in other states are comparable to California's education and experience requirements and in some cases are more stringent.



In recognition of these findings, the Board sponsored legislation (Senate Bill 1475, Figueroa) that eases the licensing requirements for clinical social workers licensed in another state. This legislation:

- Waives the supervised experience requirement for an applicant who has been licensed for at least four years as a clinical social worker in another state.
- Permits an applicant licensed as a clinical social worker for less than four years in another state to count a portion of his or her experience as a licensee toward California's supervised experience requirements.
- Requires out-of-state applicants to have a clean disciplinary record in any state in which they have been licensed.

The Board will still require applicants to meet California's examination requirements and additional training requirements such as human sexuality and child abuse assessment and reporting. This legislation maintains California's strong consumer protection standards while reducing the barriers to licensure for qualified persons. This legislation takes effect on January 1, 2007.

## **2. Not enough supervision to cover the client contact hours claimed**

For Trainee client contact hours, an applicant needs to show documentation of one hour of individual or two hours of group supervision for every five hours of client contact. For Intern/post-graduate client contact hours, an applicant needs to show documentation of one hour of individual or two hours of group supervision for every ten hours of client contact. In order for all client contact hours to count, an applicant needs to ensure that he or she obtained enough supervision to cover all the client contact hours claimed. Note: The Board asks MFT licensure applicants to separate out all pre-degree experience from post-degree experience on the MFT Experience Verification forms. The Board recommends using separate MFT Experience Verification forms for pre and post-degree hours of experience.

## **3. Excessive hours in Administrative and Workshop categories**

The law permits MFT applicants to count up to 250 hours in the category of administering and evaluating psychological tests, writing clinical reports, writing progress or process notes and up to 250 hours in the category of workshops, seminars, training sessions or conferences. The Board cannot credit an applicant with more than 250 hours in either of these respective categories. An applicant can claim more than 250 hours in each category, but only 250 from each category will be credited towards the 3,000 required hours of work experience.

### *Common LCSW Application Deficiencies*

#### **1. Supervision forms without original signatures**

At the time of application submission, the applicant must provide to the Board all supervision forms (Responsibility Statements, Supervisory Plans, and Clinical Social Work Experience Verifications). Some applicants may have sent Responsibility Statements or Supervisory Plans prior to sending in the application. If so, the applicant does not need to re-send documentation as it will be on file at the Board. The Board requires original signatures on ALL supervision paperwork. Do not send photocopies of supervision paperwork to the Board.

## **2. Missing W-2s or current pay stub**

Licensed Clinical Social Worker (LCSW) licensure applicants must submit photocopies of W-2s from all the years in which the applicant claims hours. For hours claimed in the current year, the Board requires a photocopy of the most recent pay stub. Applicants are to send this information with their applications for licensure.

## **3. Not enough supervision to cover the weeks claimed**

The law requires LCSW applicants accumulate 104 supervised weeks before they can be admitted in to the examination process. An applicant must gain at least one hour of individual supervision or two hours of group supervision in order for a week to qualify as a supervised week. Also, be aware that applicants must have a minimum of 52 weeks in which they met with an individual supervisor for at least one hour. If an applicant claims 104 supervised weeks on the Clinical Social Work Experience Verification form, he or she must also claim enough supervision to cover those 104 weeks.

### *Common LEP Application Deficiencies*

#### **1. No copy of original State Pupil Personnel Credential**

Licensed Educational Psychologist (LEP) applicants must submit a photocopy of the ORIGINAL State Pupil Personnel Credential showing specialization in school psychology. The issue date and current expiration date must be clearly visible on the photocopy.

### *Common MFT Intern Registration Application Deficiencies*

#### **1. Qualifying degree not posted on transcript**

Applicants for MFT Intern registration need to submit an official transcript proving their possession of a qualifying degree; however, many applicants submit an application with transcripts that do not contain a degree posting. Before ordering official transcripts from a school, speak with a representative of the university to verify whether or not the qualifying degree will be posted on the transcript.

*Continued next page*

## **2. No official transcript with application**

The Board requires official transcripts to be included with any application for MFT Intern registration. The transcripts are to be sealed, meaning that they must arrive at the Board in the education institution's sealed envelope.

## **3. Failure to complete Live Scan**

Most applicants complete the Live Scan fingerprinting process prior to submitting an application for registration, but some unnecessarily put off the Live Scan fingerprinting process, delaying the processing of their application. The Board cannot issue a registration number without first receiving a fingerprint clearance. In the interest of streamlining the application process, the Board suggests applicants for registration complete the Live Scan fingerprint process prior to mailing the application to the Board. The Board advises applicants to complete the fingerprinting process as close as possible to the day in which the application is mailed. Please refer to the article on page 12 for further information on fingerprinting.

### ***Common ASW Registration Application Deficiencies***

#### **1. Qualifying degree not posted on transcript**

The official transcript required must have the qualifying degree posted on it. Check with the school before ordering the transcript to ensure the qualifying degree will appear on the transcript.

#### **2. Application page not complete**

Applicants for Associate Clinical Social Worker (ASW) registration need to complete all sections of the application. The Board occasionally receives incomplete ASW applications. Applicants should particularly remember to answer the questions about criminal history and disciplinary action.

#### **3. Failure to complete Live Scan**

Most applicants complete the Live Scan fingerprinting process prior to submitting an application for registration, but some unnecessarily put off the Live Scan fingerprint-

ing process, delaying the processing of their application. The Board cannot issue a registration number without first receiving a fingerprint clearance. In the interest of streamlining the application process, the Board suggests applicants for registration complete the Live Scan fingerprint process prior to mailing the application to the Board. The Board advises applicants to complete the fingerprinting process as close as possible to the day in which the application is mailed. Please refer to the article on page 12 for further information on fingerprinting.

### ***A Few Other Tips***

As a general rule, thoroughly read all instructions when submitting an application to the Board. Each application includes instructions and a checklist of the items the Board requires.

Remember, all deficiencies must be corrected within one year of notification. After one year, the Board will abandon the deficient application.

Also, read all the material the Board sends to you. The information available in this newsletter, brochures, and packets can answer many common questions.

Visit the Board's website ([www.bbs.ca.gov](http://www.bbs.ca.gov)). The website remains the primary source for the most up-to-date Board information. All of the Board's publications are also available on the "Forms and Publications" section of the site.

Looking for a past issue  
of the *BBS News*?  
Check out the Board's Website at  
[www.bbs.ca.gov](http://www.bbs.ca.gov) under  
"Forms and Publications."



# Legislation Update

## Board-Sponsored Legislation

### *SB 1475 (Figueroa) Reorganization of LEP and Administration Statutes; Portability of Licensure for LCSWs*

This bill, which takes effect on January 1, 2007, reorganizes and revises the Board's Administration statutes for clarity, removes obsolete provisions, and makes some minor refinements. This bill also reorganizes and revises the Licensed Educational Psychologist (LEP) statutes to remove obsolete provisions, modernize statutes relating to licensure, scope of practice, continuing education, and enforcement, and creates better consistency with the Board's other practice acts. This bill also facilitates portability of licensure for clinical social workers licensed in another state. Additionally, this bill extends the Board's sunset date by one year to July 1, 2009.

### *AB 1852 (Yee) Licensed Mental Health Service Provider Education Program:*

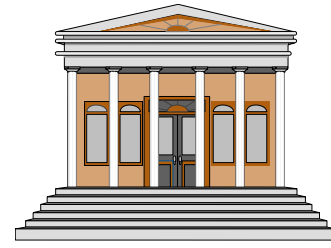
This bill allows marriage and family therapist interns and associate clinical social workers to be eligible for educational loan repayment from the Licensed Mental Health Service Provider Education Program (Program). This bill also provides technical cleanup of the Program's statute. This bill takes effect on January 1, 2007. However, loan reimbursement will not be available until regulations are implemented by the Health Professions Education Program.

## Update on Other 2006 Legislation

### *AB 525 (Chu) Child Abuse Reporting:*

The board voted to support this bill, sponsored by the California Association of Marriage and Family Therapists (CAMFT). It becomes effective on January 1, 2007. Current law authorizes but does not require the reporting of instances where a child suffers or is at substantial risk of suffering serious emotional damage ("emotional abuse"). This bill:

- Clarifies that "emotional abuse" may be reported, but is not required to be reported.
- Clarifies that confidentiality protections for mandated reporters also apply to those who report "emotional abuse."



- Permits those who report "emotional abuse" to receive the same feedback as they would when making a mandated report of child abuse upon a final disposition of a case.
- Conforms the procedures for reporting of "emotional abuse" to certain existing procedures applicable to mandated reporting.

### *AB 2283 (Oropeza) Physicians and Surgeons: Cultural Background and Foreign Language Proficiency:*

Physicians are currently permitted to report information regarding their cultural background and foreign language proficiency at the time of license renewal to the Medical Board of California (MBC). The board voted to support this bill, which takes effect in 2007. It requires the MBC to aggregate this information and report it on their website by October 1 of each year beginning in 2007, making this information more accessible to consumers.

### *AB 3013 (Koretz) Medical Information: Disclosures:*

The board voted to support this bill, which strengthens patient confidentiality laws by conforming California law to provisions of HIPAA which limit the release of patient information, provide the patient the opportunity to prohibit such a release, and permit the health care provider to make judgments regarding releases in emergency situations. This bill takes effect on January 1, 2007.

For further information regarding the status of legislation see the California Legislative Information website at [www.leginfo.ca.gov](http://www.leginfo.ca.gov), which provides the bill's language, history, status, and analysis as provided by the California State Legislature or contact your professional association.

## Regulation Update

All regulations are Title 16, of the California Code of Regulations. For further information, see the Board's website at [www.bbs.ca.gov/law-reg.htm](http://www.bbs.ca.gov/law-reg.htm).

### Approved Regulations

*Section 1886.40, Citations and Fines:* Effective September 3, 2006, these regulations provide the board with the authority to issue a fine of up to \$5,000 (prior maximum was \$2,500) to a licensee or registrant for any of the violations specified below:

- The cited person has a history of two or more citations for similar violations, except for citations withdrawn or dismissed after appeal.
- The citation involves multiple violations that demonstrate a willful disregard of the statutes or regulations.
- The citation is for a violation involving a minor, elder or dependent adult, or a person with a defined disability.
- The citation involves unlicensed practice or an unlawful or unauthorized breach of confidentiality.
- The violation or count involves fraudulent billing.

### Pending Regulations

*Section 1803, Delegation of Authority to the Executive Officer:* These regulations would allow the Board's executive officer to order a physical or mental evaluation of a Board licensee or registrant as part of an investigation of a complaint. This proposal will be considered by the Board at its November 2006 meeting.

*Sections 1887(b), 1887.2(a) and 1887.3(a), Continuing Education Course Requirements:* Licensees are currently permitted to take an unlimited amount of continuing education (CE) by conventional or online means. However, hours earned through self-study courses are limited to one-third of the total required CE hours. This proposal would delete the limitation on hours earned through self-study. The full Board is expected to consider this recommendation at its meeting in November 2006.

*Section 1886, Citation and Fine of Continuing Education Providers:* These regulations would provide the board with the authority to issue a citation and fine to a continuing education provider. This regulation proposal is currently on hold due to staff workload considerations.

The following proposals have been approved by the Board and were noticed to the public on September 29, 2006:

*Sections 1833.3 and 1870, Supervisor Qualifications:* Supervisors of registrants are currently required to have practiced psychotherapy for two out of the five years preceding any supervision. This proposal would allow supervisors to count time spent directly supervising persons who perform psychotherapy toward this requirement and delete the requirement that supervisors of MFT Interns and Trainees average five hours of client contact per week for two out of the five years prior to supervising.

*Licensed Educational Psychologists and Board Administration:* This proposal would make technical and editorial changes to the Board's regulations in line with statutory changes made by SB 1475 to update the Licensed Educational Psychologist and Board Administration statutes.

*Sections 1806 and 1833.3, Abandonment of Application Files:* Section 1806 currently requires candidates to take an examination within one year of notification of eligibility to take the examination. Section 1833.3 currently requires applicants who fail an examination to retake that examination within one year from the date of the failure. However, candidates who fail are provided with a notice of eligibility 180 days from the date of failure, so both sections apply and reflect two different time frames. These regulations would resolve the conflict between these two sections, providing all candidates with a one-year period in which to take an examination to avoid abandonment of their application.

*Sections 1816.7 and 1887.7, Delinquency Fees for Continuing Education Providers:* This proposal would allow a registered provider of continuing education (PCE) a period of one year from the registration's expiration date to renew an expired PCE registration with a \$100 delinquency fee. Currently, when a PCE does not renew the registration prior to its expiration date, the registration is cancelled and a new registration must be obtained.

#### *Fees*

This proposal would make technical changes to the Board's regulations regarding fees. These changes would conform the Board's regulations to the non-substantive related statutory changes the Budget and Efficiency Committee is recommending to the Board.

## Update to LEP Laws

The Licensed Educational Psychologist (LEP) statutes have not been significantly updated in many years. This has resulted in a number of laws becoming outdated. This year, the Board sponsored legislation that updates the LEP statutes relating to continuing education, licensure requirements, scope of practice, and enforcement. This bill (Senate Bill 1475) was signed by the Governor and takes effect on January 1, 2007. However, certain provisions such as the new continuing education and licensing requirements will NOT BECOME EFFECTIVE UNTIL AT LEAST MID-2007 as the Board will need to seek regulations that clarify these requirements. Senate Bill 1475 accomplishes the following:

1. Updates numerous provisions to increase the consistency between the LEP statute and the Marriage and Family Therapist and Licensed Clinical Social Worker statutes, including:

- Establishing a new continuing education (CE) requirement. A minimum of 60 hours will be required for each two-year renewal period. LEPs who received their school psychologist credential on or after July 1, 1994 will be exempt from CE. This is because anyone credentialed after that date is required by the Commission on Teacher Credentialing to complete equivalent hours of professional development. Again, this requirement will not take effect until the Board implements regulations.
- Requiring all compensation received by an LEP to be in relation to professional counseling services actually provided, and prohibiting any fee from being charged for collaboration between two or more licensees in a case except when disclosure of the fee has been made to the client. The definition of unprofessional conduct has also been revised.

2. Updates the scope of practice. These changes are not intended to expand the scope of services provided by LEPs, but are designed to better define those services and establish a clear parallel with the services authorized by a Pupil Personnel Services Credential in school psychology. The new LEP scope of practice reads as follows:

“The practice of educational psychology is the performance of any of the following professional functions pertaining to academic learning processes or the educational system or both:

- (a) Educational evaluation.
- (b) Diagnosis of psychological disorders related to academic learning processes.
- (c) Administration of diagnostic tests related to academic learning processes including tests of academic ability, learning patterns, achievement, motivation, and personality factors.
- (d) Interpretation of diagnostic tests related to academic learning processes including tests of academic ability, learning patterns, achievement, motivation, and personality factors.
- (e) Providing psychological counseling for individuals, groups and families.
- (f) Consultation with other educators and parents on issues of social development, behavioral and academic difficulties.
- (g) Conducting psychoeducational assessments for purposes of identifying special needs.
- (h) Developing treatment programs and strategies to address problems of adjustment.
- (i) Coordinating intervention strategies for management of individual crises.”

3. There have also been some minor revisions to the requirements for licensure, most of which are designed to remove former grandparenting provisions. The most significant change is that the hours of experience required for licensure will not be credited if the hours were gained more than six years prior to the date of application to the Board. Additionally, the board will no longer have the authority to accept degrees or experience types other than those named in statute. For more details, please refer to the board’s website.

4. Reorganizes the LEP statutes into a new chapter (13.5) of the Business and Professions Code.



## *Certification for Another State?*

### *Don't Forget the Fee!*

Make sure your experience moving out of the Golden State is not a bear.

Each month, the Board of Behavioral Sciences receives over one hundred requests for license certifications to be sent to other state boards within the United States.

The Board strives to process these requests in a timely manner, but occasionally the requests for certification arrive at the Board office without the required \$25 fee. As a result, the Board must hold the request until it receives the required fee. These delays could also adversely affect any person applying with another state board if he or she is on a strict timeline.

Many states require the Board to fill out their own state form, which usually has a title similar to "Out-of-State License Verification." Despite the title of the form, any form from another state requiring an endorsement from the Board with the state seal IS considered a CERTIFICATION, meaning the form will require a \$25 fee. In short, if the form requires a seal, it is a certification that requires a fee.

Please check the form thoroughly before mailing it to the Board to determine if it is a certification. Doing so will allow the Board to process your request quickly, making your transfer to another state a smooth one.

Note: The Board must complete the "Out-of-State License Verification" forms. The Board will not process the form if it arrives at the Board already completed by the requestor.

## *Sign Up for Email Advisories*

The Board offers a valuable service for anyone interested in keeping up on its recent activities: the BBS Subscriber's List. Signing up and registering your email with the Board means you will receive updates regarding Board meetings, newsletters, examination issues, enforcement actions, and statutes and regulations.

Any person may sign up, and the service costs nothing. Signing up is easy. First, input the following address into a web browser: <http://www.bbs.ca.gov/subscribe.htm>. Then, follow the directions to set up your subscription. Be sure to confirm your email. This confirmation is sent to your email account along with a link to select that completes the subscription process.

Sit back, and let the information come to you. Subscribe today!



## *Upcoming Website Makeover*

The Board's website will undergo a makeover in early 2007. These changes will be both stylistic and substantive in nature. One of the key tenets behind the revision is a desire on the part of the Board to make the website more "user-friendly." Stylistically, the revised website will include a new color scheme and banner.

The Board hopes these revisions will increase the accessibility of information on the website, making it an even more valuable tool for consumers, applicants, licensees, registrants, and students.

## **BBS Staff Highlight**

### **Kari Frank: Licensing Analyst**

### **Extraordinaire**

In terms of knowledge of the Board's licensure process, few can compare to Licensing Analyst Kari Frank.

Kari started as a seasonal office assistant with the Board in 1993, opening mail and performing other clerical duties. Since that time, she has been a Marriage and Family Therapist Intern evaluator and a Licensed Clinical Social Worker evaluator. Her experience in these capacities prepared her for her current position as Licensing Analyst and Lead over the Licensing and Examination Units.



Aside from overseeing five licensing evaluators and three exam unit staff members on a day-to-day basis, Kari also handles personnel duties, creates and revises forms, prepares exam statistics for the website, handles complex licensing questions, presents information to students, and prepares application statistics for the Licensing Unit. Obviously, Kari is one busy staff member here at the Board. The combination of her experience, knowledge, and energy makes her a valuable resource and asset to the Board staff.

## **BBS Frequently Requested Numbers**

Main Number	(916) 574-7830
MFT Evaluator (A-K)	(916) 574-7854
MFT Evaluator (L-Z)	(916) 574-7853
MFT Intern Reg. Evaluator	(916) 574-7855
ASW/LCSW Evaluator	(916) 574-7851
ASW/LCSW Evaluator	(916) 574-7852
Continuing Education Coordinator	(916) 574-7869
Renewal Cashier	(916) 574-7858
Renewal Cashier	(916) 574-7857
Special Testing Accommodations	(916) 574-7860
Complaints/Enforcement	(916) 574-7868
Outreach Coordinator	(916) 574-7863
Fax	(916) 574-8625
Cashiering Fax	(916) 574-8626

## *Helpful New Publications*

In a continuing effort to better serve its constituent base, the staff at the Board will be offering several new publications. The purpose of these new publications is to answer common questions and explain the Board's licensing processes.

The following publications deal with the Board's most common licensing and examination questions.

- Answers to Most Frequently Asked Questions Relating to Associate Clinical Social Workers
- Answers to Most Frequently Asked Questions Relating to Marriage and Family Therapist Trainees and Interns

Also, two new student handbooks will soon be available. The handbooks break down the entire licensing process for LCSWs and MFTs.

Continue to monitor the Board's website for these publications and future publications as they become available.



## *Upcoming Outreach Events*

December 4, 2006 - Californina State University, East Bay: MFT School Presentation

January 23, 2007 - University of Southern California: LCSW School Presentation

January 23, 2007 - Antioch University, Los Angeles: MFT School Presentation

January 29, 2007 - University of California, Berkeley: LCSW School Presentation

February 13, 2007 - University of Southern California, Orange County Campus:  
LCSW School Presentation

February 21, 2007 - California State University, East Bay: LCSW School Presentation

April 13, 2007 - California State University, Chico: LCSW School Presentation

May 4 - 5, 2007 - NASW Annual Conference

May 17 - 20, 2007 - CAMFT Annual Conference

Schools and agencies interested in scheduling a presentation from the Board's Outreach Coordinator can do so via telephone at (916) 574-7863 or via email: [sean\\_o'connor@dca.ca.gov](mailto:sean_o'connor@dca.ca.gov). The presentations cost nothing and provide valuable information regarding the licensure process and the Board.

## *A Definitive Guide to Fingerprinting*

For most licensees and registrants, waiting in line at the local Live Scan fingerprint service provider is not a new experience. As many of the Board's licensees and registrants work for counties, schools, and non-profit agencies, fingerprinting requirements must seem commonplace.

The Board of Behavioral Sciences requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check on all applicants for licensure or registration. The Board cannot receive fingerprint results from a third party because it is illegal for any agency to share the results of a fingerprint background search. In order for the DOJ and FBI to respond directly to the Board, Live Scan or hard cards are necessary. The Board will grant no exceptions to this rule. The Board confidentially destroys all background information and does not keep it on file.

When a person applies with the Board to become an Associate Clinical Social Worker (ASW), Marriage and Family Therapist Intern (IMF), or Licensed Educational Psychologist (LEP), the applicant must complete the fingerprinting process. In some cases, an applicant may have just passed a fingerprint clearance for an employer, but that applicant still must proceed with another fingerprinting process for the Board.

Registrants applying for licensure do not need to resubmit fingerprints for their Marriage and Family Therapist (MFT) or Licensed Clinical Social Worker (LCSW) licensure applications, provided at the time of submission the registrant holds a current IMF or ASW number. Any applicant for licensure who does not hold a current IMF or ASW number WILL be required to submit a new set of fingerprints for processing with the application for licensure.

Check with a local police department, sheriff's department, or school district to determine if they offer Live Scan services. A complete list of the Live Scan sites may be obtained by visiting the DOJ Applicant Live Scan website located at <http://caag.state.ca.us/app/livescan.htm>, and selecting "contact information." Applicants are strongly encouraged to call the Live Scan service site to determine if an appointment for fingerprinting is required.

To check the status of a Live Scan fingerprint submission, the DOJ has established an integrated voice response system that enables callers to obtain status information 24

hours a day at (916) 227-4557. The voice response system can be accessed from any touch-tone telephone. Using the telephone keypad, callers will be instructed to enter the applicant's date of birth, and the Applicant Tracking Identifier (ATI) located at the bottom of the Request for Live Scan Service form. Once the system has located the applicant's record, the caller will be provided with 1) the date the applicant's fingerprints were received by DOJ, 2) a status of "in process" or "completed," and 3) if completed, the date the applicant response was sent to the Board.

Questions about the fingerprinting process can be directed to Jason Reinhardt, Fingerprint Technician, at (916) 574-7869 or [jason\\_reinhardt@dca.ca.gov](mailto:jason_reinhardt@dca.ca.gov).

## *Remember to Renew on Time!*

Cancelled license. These two words carry heavy consequences. To avoid having these words associated with your Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW), or Licensed Educational Psychologist license, renew on time.

Don't wait until the last minute to renew your license. The Board mails out courtesy renewal notices 115 days in advance of the expiration date of the license to the address of record on file with the Board. The renewal fee must be postmarked on or before the expiration date of your license. If postmarked after the expiration date, the Board requires a delinquency fee. There is no grace period, and you cannot work with a delinquent license.

If you cannot meet your continuing education (CE) requirements by your license expiration date, you have an option to renew your license with an inactive status. This will allow you to earn the CE units and change your license back to an active status once they are complete. However, you cannot practice with an inactive license.

If you do not renew your license, the Board changes the license status to delinquent. You may not practice if your license is delinquent. If the license remains delinquent for five (5) consecutive years, by law, the Board will cancel the license. After cancellation, you have to take and pass both current state-licensing exams for your former license type in order to obtain a new license with the Board.



## Fast Facts for Continuing Education

The Board requires licensees who began their qualifying degree program after 1/1/1995 to complete a Spousal/Partner Abuse pre-licensure class in order to sit for the licensing examination.

**Question:** Do these licensees need to take the Spousal/Partner Abuse class again as a post-licensure continuing education (CE) requirement?

**Answer:** No.

Any licensee who previously took one or more of the required one-time CE requirements will NOT need to repeat the course again. As a reminder, the current one-time CE requirements are:

- HIV/AIDS (7 hour course due with 1<sup>st</sup> renewal)
- Aging and Long Term Care (3 hour course)
- Spousal/Partner Abuse (7 hour course)

Licensees should save transcripts or certificates verifying completion of these courses in the event of a CE audit.

### Important Facts

The Board requires six (6) hours of CE in Law and Ethics every renewal period, so past completion of a Law and Ethics course will not be accepted for this requirement.

Licensees still must meet the minimum required hours of CE to renew a license as “Active.” The law requires a *minimum* of 18 hours of CE for first time license renewals. Every renewal period thereafter will require a *minimum* of 36 hours of CE.

Licensees may obtain all of their hours of required CE through interactive, electronic means. This includes on-line, teleconferencing and videotape viewing.

Only one-third of the required CE hours may be obtained via self-study courses. This includes mail-in packets, booklets, and audiotape classes done at a licensee’s residence.

### Continuing Education Requirement

MFT	LCSW
<b>36 CE hours required to renew</b>	<b>36 CE hours required to renew</b>
<b>Spousal/Partner Abuse</b> If course is taken <u>before</u> January 1, 2005, there is no hour length specified. If the course is taken <u>after</u> January 1, 2005, it must be seven hours.	<b>Spousal/Partner Abuse</b> If course is taken <u>before</u> January 1, 2005, there is no hour length specified. If the course is taken <u>after</u> January 1, 2005, it must be seven hours.
<b>Aging and Long Term Care</b> Three hour requirement	<b>Aging and Long Term Care</b> Three hour requirement
<b>HIV/AIDS</b> Seven hour requirement	<b>HIV/AIDS</b> Seven hour requirement
<b>Law and Ethics</b> Six hours for every renewal period	<b>Law and Ethics</b> Six hours for every renewal period
18 hours of CE are required for your first renewal, but that is a MINIMUM, not a maximum. All mandated courses are required for your first renewal. If you have taken any of the mandated courses in the past, you are not required to repeat it. The only exception is the Law and Ethics course. Law and Ethics must be taken for each renewal.	



## *When Can I Start Gaining Hours as a Trainee?*

Marriage and Family Therapist (MFT) Trainees may earn up to 1,300 of the required 3,000 hours of work experience before they graduate from their degree program. The 1,300 hours includes a maximum of 750 hours of counseling and supervision, a maximum of 250 hours of workshops, training sessions, seminars, and conferences, and a maximum of 300 hours (actually 100 hours triple counted) of personal psychotherapy.

Understanding what types of hours a Trainee may count is important, but equally as important is the understanding of when a Trainee can begin counting pre-degree hours of experience. Personal psychotherapy hours can begin counting from the time a person begins his or her degree program, meaning these are the first types of hours a person can earn towards the required 3,000.



In order for hours to begin counting in the other two categories (counseling and supervision, workshops, training sessions, seminars, and conferences), two important requirements must be met:

1. The student/Trainee must complete no less than 12 semester or 18 quarter units in a qualifying MFT degree program, and
2. The student/Trainee must have a written agreement between the school and each work site that details each party's responsibilities, including the methods by which supervision shall be provided.

Only when the Trainee meets both of the requirements above may he or she begin counting pre-degree hours in counseling and supervision and workshops, training sessions, seminars, and conferences. Each individual school can make the determination as to when it will allow students to begin counting hours towards the MFT license as a Trainee.

A student unsure of whether or not he or she can count hours of pre-degree work experience should first contact a faculty member at the school.



## *Upcoming MFT Occupational Analysis*

Recently, the Board began a new occupational analysis for Marriage and Family Therapists (MFT). The Department of Consumer Affairs' Examination Validation Policy requires an occupational analysis every 3-7 years. The Board last conducted an occupational analysis for MFTs in 2001. The first step when performing an occupational analysis is to conduct interviews of licensees to gather information on the tasks performed and knowledge required to perform those tasks. Later, the information is reviewed and refined during workshops with licensees. The material then gets incorporated into a survey that the Board sends out to MFT licensees.

Licensees' participation in the occupational analysis is crucial. The results of an occupational analysis form the basis of the licensing examinations. An occupational analysis identifies changes to the practice that should be addressed in the examinations. Changes can include new or revised content areas, new questions, or different weights for content areas. Of course, the Board will provide ample notice to examinees and potential examinees of any change to the examinations.

Surveys for the MFT occupational analysis will be mailed in 2007.

## Registrant Corner

### Minimums and Maximums

*Note: "Registrant Corner" is a recurring article aimed at explaining the Marriage and Family Therapist (MFT) and Licensed Clinical Social Worker (LCSW) licensure process. For prior installments of "Registrant Corner," please see the previous issues of the BBS News available in the Forms and Publications section of the Board's website.*

Meet Troy and Jennifer. Troy is an Associate Clinical Social Worker (ASW) close to completing his hours of experience to sit for his Licensed Clinical Social Worker examinations. Jennifer is a newly registered Marriage and Family Therapist (MFT) Intern. She is looking for a job that will afford her the ability to pursue her goal of becoming a MFT.

#### LCSW Post-Masters Experience Minimums and Maximums

Troy arrives at his weekly individual supervision meeting visibly frustrated. His LCSW supervisor, Laura, notices his frustration and inquires as to the cause.

"I am worried about my hours. I know I have a lot of clinical psychosocial, diagnosis, assessment and treatment hours, but I am worried about my lack of client-centered advocacy hours," says Troy.

Laura, an experienced LCSW supervisor, calms Troy down by explaining the breakdown of the required hours to the frazzled ASW. She tells him that as it is written in the law and stated on the Board's Clinical Social Work Experience Verification form, the client-centered advocacy hours cannot exceed 1,200 hours. However, nowhere in the law does it state an applicant for LCSW licensure needs to earn a minimum number of client-centered advocacy hours. Conceivably, Troy might not gain any hours in client-centered advocacy, consultation, evaluation and research, but still be eligible for the examination. Laura goes on to explain the importance of paying more attention to the minimums within the breakdown of the hours of experience. She mentions the minimum of 2,000 hours of clinical psychosocial, diagnosis, assessment, and treatment, and the 750-hour subcategory of the 2,000 that must be face-to-face direct psychotherapy/counseling. After a quick review of the hours Troy has accrued, both discover Troy already meets the minimum 2,000 hour and 750 hour requirements.

After the conversation Troy felt he could breathe a little easier. Having met all his minimums in the breakdown, he only needs to finish out his hours and get to the magic numbers of 3,200 hours of experience and 104 supervised weeks.

#### MFT Required Experience Minimums and Maximums

So far Jennifer feels her job interview has gone pretty well. When the interviewers, a manager named Dave and a MFT supervisor named Holly, ask Jennifer if she has any questions, she jumps at the opportunity.

"You said I would be working mostly with groups of couples, but I am worried about my Board hours because I can only count a maximum of 500 hours of group counseling towards my 3,000 hours," says Jennifer.

The MFT supervisor Holly speaks up and explains how working with groups of couples will actually be beneficial for her Board hours. She explains that while the law only permits an MFT licensure applicant to claim 500 hours of group counseling, it does not put a cap on couples, families, and children hours.

"In fact, the couples, families and children category is the only category of required MFT counseling experience hours to specify a minimum. Working with groups of couples, or even groups of children or families, will allow you to count hours in the couples, families, and children category, allowing you to meet the required minimum without worrying about maxing out," says Holly.

After the explanation, Jennifer gained a clearer understanding of what types of hours she could count in the couples, families, and children categories. She decided to review some sections of the Statutes and Regulations that explain the required hours of experience. Holly wrote down for her Business and Professions Code section 4980.43 and California Code of Regulations section 1833.

Leaving the interview, Jennifer felt confident in her chances of landing the job and is excited about the prospects of working for an agency that will offer her the experience she needs to earn her MFT license.

Continue to look for new installments of the Registrant Corner in future newsletters.

## Enforcement Actions

The following actions taken by the Board became effective 1/1/06 through 6/30/06. Additional information about each case, including copies of public documents, is available through the Board's website at [www.bbs.ca.gov](http://www.bbs.ca.gov).

**Antion, David Lee, Ph.D.**  
**MFC 12090, Case No. D1-2003-668**  
**Downey, CA**

*Alleged Grounds for Discipline:* Sexual misconduct, gross negligence, dishonest and corrupt acts.

During a therapy session on or about February 13, 2002, respondent engaged in inappropriate touching of a client while attempting to comfort. During the same therapy session, respondent told sexual stories and discussed his sex life with the client. In treatment of client, respondent failed to apply any specific form of psychotherapeutic technique.

*Disposition:* By stipulation, voluntary surrender of license. Effective 05/05/06.

**Gaskins, Caroline**  
**ASW 11776; Case No. AS-2005-432**  
**Vallejo, CA**

*Alleged Grounds for Discipline:* Licentiate's ability to practice impaired due to mental illness or physical illness affecting competency.

Respondent was examined pursuant to Business and Professions code section 820 on November 1, 2005 by a psychiatrist. The results of the examination indicated that respondent's psychiatric impairment would interfere with her ability to make appropriate clinical decisions and adversely impact her ability to practice safely.

*Disposition:* By stipulation, voluntary surrender of registration. Effective 06/02/06.

**Ishibashi, Henry Isami**  
**LCS 14797, Case No. LC-2005-163**  
**Sacramento, CA**

*Alleged Ground for Discipline:* Failure to comply with citation.

On December 23, 2004, the Board issued a citation to respondent. The citation ordered the respondent to complete the Clinical Social Work Experience Verification for

an intern under his supervision and assessed a \$500 fine. Respondent did not contest the citation, and has failed to comply with the citation.

*Disposition:* By default decision, revocation of license. Effective 03/16/2006.

**Jones, Sally**  
**MFC 18390, Case No. D1-2001-546**  
**Aptos, CA**

Respondent was previously disciplined and placed on probation. Respondent was unable to comply with terms and conditions of probation.

*Disposition:* By stipulation, voluntary surrender of license, ordered to pay cost recovery of \$372 prior to issuance of a new license. Effective 05/05/06.

**Moore, Tracie L.**  
**MFC 21690, Case No. DP-2005-786**  
**Sonora, CA**

*Alleged Grounds for Discipline:* Conviction of a substantially related crime, use of alcoholic beverages to a dangerous extent, disciplined by another governmental entity.

Respondent pleaded nolo contendere to driving with a .08 or higher blood alcohol level, a misdemeanor. On a subsequent date, respondent pleaded guilty to driving with a .08 or higher blood alcohol level. The Board of Psychology disciplined respondent's psychology license.

*Disposition:* By default, revocation of licensure. Effective 06/30/06.

**Oakes, Timothy Wade**  
**IMF 40858, Case No. IM-2006-98**  
**San Diego, CA**

*Alleged Grounds for Discipline:* Unprofessional conduct, substantially related conviction, gross negligence, intentionally or recklessly causing harm to a patient, sexual misconduct with a patient.



Respondent did willfully and unlawfully touch an intimate part of a client while restraining her against her will for the purpose of sexual arousal, sexual gratification, and sexual abuse. Respondent was convicted of sexual battery.

*Disposition:* By default, revocation of registration. Effective 04/13/06.

**Schuster, Sandee**  
**MFC 19142, Case No. DP-2005-869**  
**Diamond Bar, CA**

*Alleged Grounds for Discipline:* Disciplinary action by another state agency .

The Board of Psychology issued a disciplinary decision and order effective June 11, 2005. The alleged grounds for discipline of this decision include gross negligence, repeated negligent acts, incompetence, and dishonest fraudulent acts. Respondent instructed a patient to aid in keeping records for bogus counseling sessions. Respondent instructed the patient to notate a one-hour session when, in fact, the respondent and patient only met for 10-15 minute sessions. Respondent attempted to bill for full one-hour sessions.

*Disposition:* By stipulation, license revoked, revocation stayed, placed on four years probation subject to terms and conditions which include compliance with the Board of Psychology's disciplinary order. Effective 06/30/06.

**Shems, Sarah G.**  
**Unlicensed, Case No. AP-2005-541**  
**San Jose, CA**

*Alleged Grounds for Discipline:* Misrepresentation of registration status.

Respondent stated in a letter addressed to the Family Court Services of Monterey that she was a "BBS registered marriage and family therapist intern" when she did not hold a registration.

*Disposition:* By stipulation, registration issued, immediately revoked, revocation stayed, placed on 3 years probation. Terms and conditions include supervision and law and ethics course, cost recovery of \$1,500. Effective 05/14/06.

**Stoeber, Cheryl**  
**MFC 32923, Case No. MF-2004-271**  
**Las Vegas, NV**

*Alleged Grounds for Discipline:* Unprofessional conduct, gross negligence, intentionally or recklessly causing physical or emotional harm, commission of any dishonest, corrupt, or fraudulent act, failure to maintain confidentiality, violating statutory provisions.

Respondent arranged a meeting between two clients without written consent from either client. Respondent shared confidential information from each person's respective file with the other client. When an altercation occurred between the two clients at one client's residence, respon-

### ***Disciplinary Action Terminology***

**Revocation:** License or registration is canceled and the right to practice ended.

**Suspension:** Respondent prohibited from practicing for a specific period of time.

**Stayed:** Revocation or suspension postponed and respondent put on probation.

**Probation:** Respondent may continue to practice under specific terms and conditions.

**Voluntary Surrender:** Respondent turns in the license or registration while charges are still pending - right to practice is ended.

**Public Reprimand:** Respondent issued a letter of reprimand resulting from a disciplinary action or pursuant to B&P Code section 495.

**Writ of Mandate:** Respondent appealed decision to the superior court.

## Enforcement Actions continued...

dent called 911 and made false claims to the Ventura County Sheriff's Department.

*Disposition:* By stipulation, surrender of license, cost recovery of \$7,581 prior to issuance of a new license.



***Yun, Dennis S.***

***ASW 14914, Case No. AS-2005-530***

***San Francisco, CA***

*Alleged Grounds for Discipline:* Gross negligence, incompetence, commission of dishonest act, unprofessional conduct.

Respondent worked as an employee at a healthcare center. While employed there, respondent wrote a check from a resident's account made payable to the respondent without resident's permission. The respondent signed the resident's name to the check.

*Disposition:* By stipulation, surrender of registration. Effective 05/05/06.

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## Expert Witness Recruitment

The Board is recruiting Marriage and Family Therapists, Licensed Clinical Social Workers, and Licensed Educational Psychologists statewide to serve as expert witnesses for the Board's enforcement program. An expert witness is any individual possessing appropriate technical or professional knowledge gained through advanced education or extensive work experience that enables the individual to form a definite opinion in the area of the standard of care for the profession.

An expert witness must meet the following qualifications:

- Hold a current MFT, LCSW or LEP license, in good standing; no prior or pending disciplinary action; no pending investigations;
- Have a minimum of five years post-licensure practice;
- Maintain consistent, ongoing, face-to-face client contact, a minimum of 10 hours per week;
- Possess current working knowledge of pertinent laws and regulations governing the practice which the expert witness is licensed to perform;
- Possess strong writing skills, and the ability to express ideas logically and critically; and,
- Have a willingness to serve as an expert witness for three consecutive years.

Licensees interested in serving the Board as an expert witness are encouraged to contact the Board's Enforcement Unit at (916) 574-7868.

### BBS Licensee / Registrant Statistics\*

Licensed Clinical Social Workers	16,438
Licensed Educational Psychologists	1,721
Marriage and Family Therapists	28,228
Associate Clinical Social Workers	7,032
MFT Interns	10,225
Continuing Education Providers	2,262
MFT Referral Services	24
Total:	65,930

\* This reflects the number of valid licensees and registrants with the Board as of November 1, 2006.

### Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The Board of Behavioral Sciences does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. The Executive Officer of the Board has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.



**Failure to comply with Continuing Education Requirement**

Able, Sheri Reich	LCS 7287
Allen, Teresa Mary	MFC 39878
Armstrong, Lynette	MFC 16226
Bates, Jennifer Ann	LCS 21971
Bentley, Patricia Anne	MFC 34421
Bernfeld, Barry Mitchell	MFC 13121
Bertolucci, Michael Lewis	MFC 22064
Bransford, Barbara Joyce	LCS 11518
Bryan, G. Edward	MFC 3454
Butler, Philip Edwin	MFC 15157
Carlson, Jeffrey Paul	MFC 38441
Chemsak, Kate E.	LCS 16218
Colligan, Victoria Armijo	MFC 33841
Culver, Shirley Kay	LCS 7025
Davidson, Gloria Jean	MFC 33310
Davis, Fran A.	MFC 21315
Davis, Linda Rae	MFC 33076
Deutsch, Nancy Dara	LCS 11547
Di Giorgio Richardson, Alice	MFC 32571
Dunn, Vera Lee	MFC 6978
Edwards, Laurie	LCS 5402
Elliott, Hiram Eugene	MFC 6620
Escudero, Emilio A.	LCS 14648
Finkelman, Steven A.	LCS 14311
Gannon, Valerie Lee	MFC 38356
Geer, Teque	MFC 34023
Gerson, Barbara Beer	MFC 19297
Ginsberg, Lisa Kirsch	MFC 28521
Glenn, William David	MFC 25506
Goodridge, Wendy C.	MFC 40860
Greenspan, Carolyn E.	LCS 16722
Gross, Jill	MFC 27212
Hall, Daisy L.	LCS 7847
Harris, Helaine	MFC 15327
Hendlin, Steven J.	MFC 7054
Henley, Krista J.	MFC 29142
Hogg, Leroy	LCS 9067
Isbister, Elizabeth Ruth	LCS 11610
Joseph-Tohl, Stacy Eileen	MFC 21539
Keller, Marie Margaret	MFC 16943
Kelley, Rebecca Lee	MFC 31346
Kelly, Josie	MFC 15935
Lipton, Bonnie K.	MFC 16974
Lust, Nancy A.	MFC 24023
Manchanda, Yash Pal	MFC 21636



Marano-Brown, Gayle Ann	MFC 32441
Marquez, Maria Irene	MFC 31066
Mayer, Caroline Payne	LCS 16789
McNeal-Slater, Michelle Linda	LCS 11665
Miranda, Caroline Mercedes	LCS 19554
Moore, Laurie Alison	MFC 36950
Morgan, Maryjane	MFC 29234
Mulligan, Mary Catherine	LCS 11682
Panczak, Judith Ann	MFC 28856
Peters, Melvin George Henry	LCS 6216
Ricci, Peter Stephen	MFC 23149
Ryan, Barbara Elizabeth	LCS 10545
Schwanbeck, Lori A.	MFC 40056
Sheflin, Alicia F.	LCS 21753
Sloggy, Donald Bruce	LCS 8844
Sporl, Susan H.	LCS 12860
Stewart, Gladys A.	MFC 25483
Tufte, John Everil	MFC 7962
Vickland, Elbert C.	LCS 1967
Williams, Michael Dwain	MFC 30208
Winters, Stanley D.	MFC 36358

**Unlicensed Practice**

Brown, Paul William	unlicensed
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**Breach of Confidentiality**

Larson, Lisa Anne	MFC 37375
Ward, Donna Shirley	MFC 25925

**National Provider Identification (NPI) Number**

The Board has recently received inquiries on how to apply for a NPI number. The Board does not issue these numbers. The Board's licensees and registrants should, however, research and apply for an NPI number through the appropriate organization if interested. For many providers, the deadline to obtain this number is May 23, 2007.

For more information and the application, visit the National Plan and Provider Enumeration System web site: <http://nppes.cms.hhs.gov/NPPES/Welcome.do>

# BBS CHANGE OF ADDRESS REQUEST FORM

Please type or print clearly in ink. Be sure to provide all information. Allow 30 days for processing.

**LICENSE OR REGISTRATION NUMBER(S):** (indicate **all** BBS licenses and/or registrations and their types to which this change applies):

**NAME** (as it appears on your license or registration):

**SSN or FEIN** (not required of PCEs):

**FORMER ADDRESS:**

CITY / STATE / ZIP:

TELEPHONE:

**NEW ADDRESS:**

CITY / STATE / ZIP:

TELEPHONE:

*I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

**ORIGINAL SIGNATURE:**

**DATE:**

☐ I would like to order a replacement wall license or registration certificate that will reflect my new address - **\$20.00 FEE**. (Include the fee **and** your old license or registration certificate with this Change of Address Request Form. Requests for a replacement certificate received without the fee or certificate cannot be processed; however, your address will still be updated.)

*Please note that your address of record with the Board (the address displayed on your license, or registration) is public information and is released to the public upon request and will be placed on the Board's Web site.*

**CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS**

**BOARD OF BEHAVIORAL SCIENCES**

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Sacramento, CA 95834

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